



Planning & Development  
Department

TEXT AMENDMENT



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# Planning & Development Department

## TEXT AMENDMENT PROCESS



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### FILING AN APPLICATION

To submit an application, the following information is required:

1. A completed and signed application form. The application form should include the Zoning Ordinance section proposed for amendment, the current Zoning Ordinance text, the proposed amended text, and the purpose of the request. If additional room is needed, a separate sheet or report may be filed.
2. Application fees: Amending Zoning Ordinance Text; \$1,000/section, \$5,000 maximum fee.
3. Any additional supporting material that would justify the proposed amendment.

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### TECHNICAL REVIEW

As the breadth and scope of proposed text amendments can vary considerably, the level of technical review will vary accordingly. In certain instances, a Technical Advisory Committee (TAC) may be necessary. The TAC is composed of representatives of the County's Planning, Transportation, Flood Control, Drainage Review and Environmental Services departments, as well as representatives from any other County department or other interested party that may be affected by or has an interest in the proposed text amendment.

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of TAC. Staff will then schedule the request for review by TAC (see attached schedule), and notify you of the actual date and time that your request is scheduled.

Staff will provide you with written comments from any party unable to attend the meeting.

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### PLANNING AND ZONING COMMISSION

Prior to public hearing, the Planning and Zoning Commission may choose to discuss the proposed text amendment with the applicant and County staff at a Zoning Implementation Policy, Procedure and Ordinance Committee (ZIPPOR) meeting (see attached schedule). The ZIPPOR meeting provides an opportunity for the Commission to better understand technical issues regarding the proposed amendment.

The Planning and Zoning Commission will hold a public hearing for all interested persons wishing to comment on the text amendment. The applicant must attend this meeting, and will be asked to comment on the application, the staff report and/or any comments that are made during the public hearing. The Planning and Zoning Commission will make a recommendation for approval or denial of the request. Their recommendation may or may not concur with staff's recommendation.

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### BOARD OF SUPERVISORS

The text amendment request will again be advertised and posted prior to a public hearing before the Maricopa County Board of Supervisors. The Board of Supervisors will ultimately vote to approve or deny the request. Their action may or may not concur with the recommendation made by the Planning and Zoning Commission.

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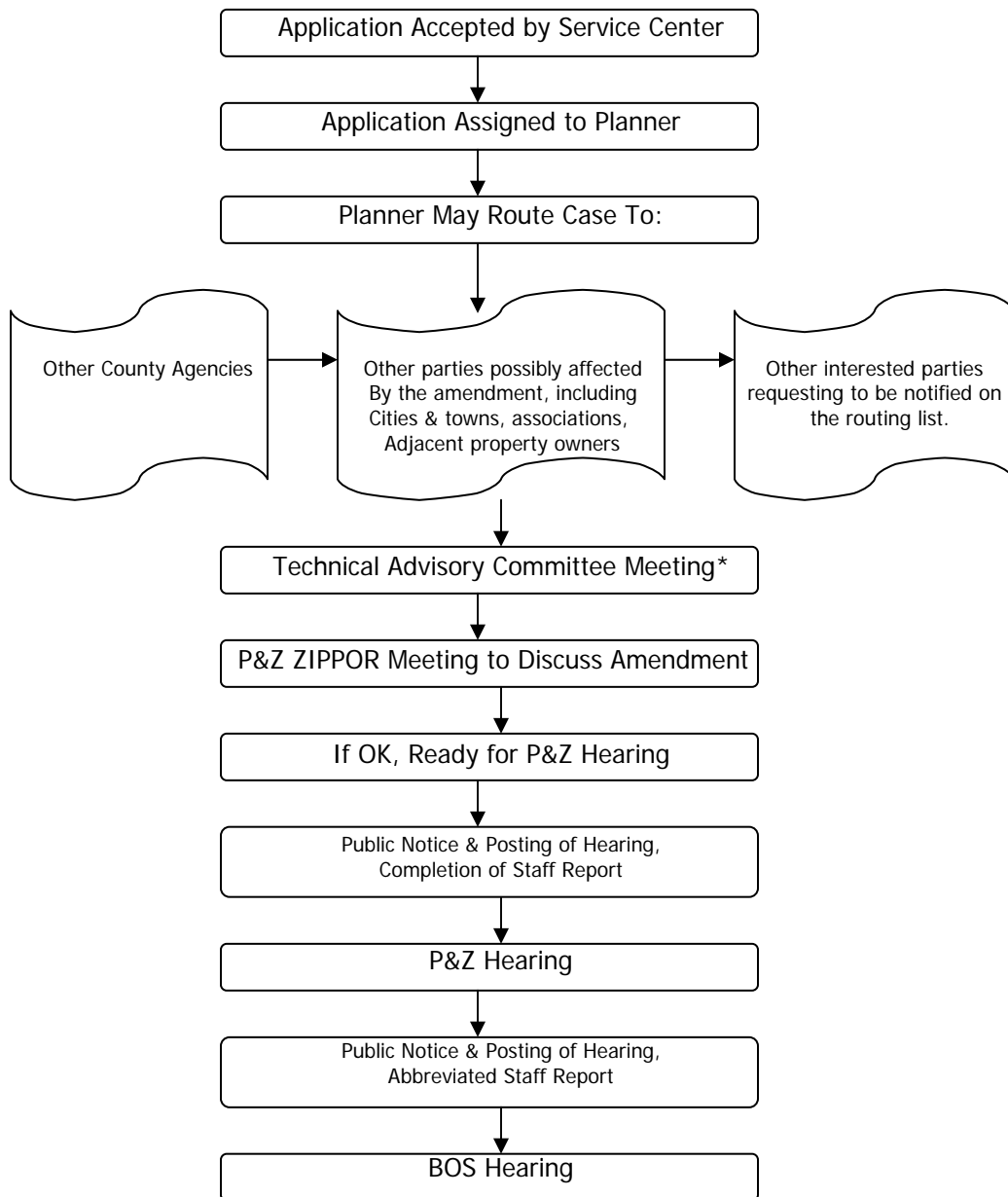
### POST- BOARD OF SUPERVISOR ACTIVITY

Once approved by the Board of Supervisors, the text amendment becomes effective 31 days after Board action.

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## TEXT AMENDMENT PROCESS FLOWCHART

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*\*May not be required for all cases.*



# Planning & Development Department

## GENERAL APPLICATION



### APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

#### REQUEST:

Project Name: \_\_\_\_\_  
Description of Request: \_\_\_\_\_  
Existing Use of Property: \_\_\_\_\_  
Existing Zoning District: \_\_\_\_\_  
Requested Zone (if applicable): \_\_\_\_\_  
Related Case Number: \_\_\_\_\_

#### PROPERTY INFORMATION:

Address (if known): \_\_\_\_\_  
General location (include nearest city/town): \_\_\_\_\_  
Size in Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_  
Legal Description: Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Assessor's Parcel Number: \_\_\_\_\_  
Subdivision Name (if applicable): \_\_\_\_\_

#### APPLICANT INFORMATION:

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

#### PROPERTY OWNER INFORMATION:

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### DEPARTMENT USE ONLY:

Case #: \_\_\_\_\_ Zoning Map#: \_\_\_\_\_ Supervisorial District: \_\_\_\_\_  
Date of Submittal: \_\_\_\_\_ TAC Date: \_\_\_\_\_  
Fees: \_\_\_\_\_ Accepted By: \_\_\_\_\_



# Planning & Development Department 2006 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)		PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
Application deadlines. TAC meetings are scheduled as cases are submitted and processed. Submittal of an application on or prior to the deadline does not guarantee a spot for the noted TAC meeting.	TAC meetings. After a TAC meeting, corrections and revisions must be resubmitted through One Stop Shop (OSS), typically for a three (3) week review period.	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow review/sign off. Projects <u>WILL NOT be scheduled for a P&amp;Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Notification and Photographs to the planner. Failure to meet this deadline will likely result in not scheduling a case for a P&Z hearing. <u>Note: not applicable to some applications.</u>	P&Z meeting/hearing dates. Dates in <b>bold</b> indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) where no cases are heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Owner &amp; MCDOT signed final plat mylars (3 sets) must be received by the planner at least three (3) weeks prior to a BOS date.</u> <u>Note: the planner will obtain Assessor/Treasurer signatures.</u>
Application deadlines	TAC meetings	County Agency sign off deadlines	Affidavit of Notification and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 5, 2005	January 3, 2006	November 7, 2005	November 22, 2005	December 8, 2005	January 4, 2006
December 19, 2005	January 17, 2006	November 21, 2005	<b>N/A</b>	<b>December 22, 2005</b>	January 18, 2006
January 9, 2006	February 7, 2006	December 5, 2005	December 9, 2005	January 5, 2006	February 1, 2006
January 23, 2006	February 21, 2006	December 19, 2005	December 23, 2005	January 19, 2006	February 15, 2006
February 6, 2006	March 7, 2006	December 30, 2005	January 6, 2006	February 2, 2006	March 1, 2006
February 17, 2006	March 21, 2006	January 13, 2006	<b>N/A</b>	<b>February 16, 2006</b>	March 15, 2006
March 6, 2006	April 4, 2006	January 30, 2006	February 3, 2006	March 2, 2006	April 5, 2006
March 20, 2006	April 18, 2006	February 13, 2006	February 17, 2006	March 16, 2006	April 19, 2006
April 3, 2006	May 2, 2006	March 6, 2006	March 10, 2006	April 6, 2006	May 3, 2006
April 17, 2006	May 16, 2006	March 20, 2006	<b>N/A</b>	<b>April 20, 2006</b>	May 17, 2006
May 8, 2006	June 6, 2006	April 3, 2006	April 7, 2006	May 4, 2006	June 7, 2006
May 22, 2006	June 20, 2006	April 17, 2006	April 21, 2006	May 18, 2006	June 21, 2006
June 19, 2006	July 18, 2006	May 8, 2006	May 12, 2006	June 8, 2006	July 12, 2006
July 3, 2006	August 1, 2006	May 22, 2006	<b>N/A</b>	<b>June 22, 2006</b>	July 26, 2006
July 17, 2006	August 15, 2006	June 5, 2006	June 9, 2006	July 13, 2006	August 16, 2006
August 7, 2006	September 5, 2006	June 19, 2006	June 23, 2006	July 27, 2006	September 6, 2006
August 21, 2006	September 19, 2006	July 3, 2006	July 7, 2006	August 3, 2006	September 6, 2006
September 1, 2006	October 3, 2006	July 17, 2006	<b>N/A</b>	<b>August 17, 2006</b>	September 20, 2006
September 18, 2006	October 17, 2006	August 7, 2006	August 11, 2006	September 7, 2006	October 4, 2006
October 6, 2006	November 7, 2006	August 21, 2006	August 25, 2006	September 21, 2006	October 18, 2006
October 23, 2006	November 21, 2006	September 1, 2006	September 8, 2006	October 5, 2006	November 1, 2006
November 6, 2006	December 5, 2006	September 18, 2006	<b>N/A</b>	<b>October 19, 2006</b>	November 15, 2006
November 20, 2006	December 19, 2006	October 2, 2006	October 6, 2006	November 2, 2006	December 6, 2006
December 4, 2006	January 2, 2007	October 16, 2006	October 20, 2006	November 16, 2006	December 20, 2006
December 18, 2006	January 16, 2007	November 6, 2006	November 9, 2006	December 7, 2006	January 3, 2007 (tentative)
January 8, 2007	February 6, 2007	November 20, 2006	<b>N/A</b>	<b>December 21, 2006</b>	January 17, 2007 (tentative)